

Comparisons of Job Characteristics

Focus Occupation: Legal Secretaries (43-6012)

Associated Occupation: Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)

Compare Knowledge

Compare Skills

Compare Abilities

Compare Detailed Work Activities

Compare Tools and Technologies

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

Knowledge

Similarity of Focus Occupation to Associated Occupation: 90

Focus Occupation: Legal Secretaries (43-6012)

Associated Occupation: Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation
Clerical	7.3	20.7	22.3	0 Current knowledge level may be sufficient
Customer and Personal Service	11.3	15.7	12.1	<< Extensive education and/or training may be required
English Language	11.2	13.5	16.1	> Current knowledge level is likely sufficient
Computers and Electronics	8.4	12.5	13.5	0 Current knowledge level may be sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Skills

Similarity of Focus Occupation to Associated Occupation: 91

Focus Occupation: Legal Secretaries (43-6012)

Associated Occupation: Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation
Speaking	10.8	13.8	10.6	<< Extensive development of skills in this area may be required
Active Listening	11.0	13.6	11.8	< A higher skill level may be required
Time Management	8.9	12.7	8.3	<< Extensive development of skills in this area may be required
Writing	9.2	12.5	12.9	0 Current skill level may be sufficient
Service Orientation	7.9	12.2	7.9	<< Extensive development of skills in this area may be required
Management of Material Resources	3.7	5.8	1.2	<< Extensive development of skills in this area may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Abilities		Similarity of Focus Occupation to Associated Occupation: 93			
Focus Occupation: Legal Secretaries (43-6012)					
Associated Occupation: Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)					
Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Oral Comprehension	12.5	15.0	12.9	<	Some improvement in abilities may be required
Oral Expression	12.4	14.1	12.5	<	Some improvement in abilities may be required
Speech Recognition	9.9	13.3	12.2	0	Current ability level may be sufficient
Written Comprehension	11.0	13.1	13.3	0	Current ability level may be sufficient
Near Vision	11.1	12.5	14.6	>	Current ability level is likely sufficient
Information Ordering	9.9	12.3	9.3	<<	Extensive improvement in abilities may be required
Written Expression	9.8	12.2	12.2	0	Current ability level may be sufficient
Time Sharing	6.6	7.9	5.1	<<	Extensive improvement in abilities may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Activities that Both Occupations Have in Common		Similarity of Focus Occupation to Associated Occupation: 97
Focus Occupation: Legal Secretaries (43-6012) Associated Occupation: Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)		
Work Activities	Exclusivity of Activity	
Arrange teleconference calls	78	
Compile data for financial reports	62	
Compile itinerary of planned meetings or activities	85	
Develop travel itinerary	82	
Distribute correspondence or mail	76	
Enter time sheet information	82	
Fill out business or government forms	42	
Fill out purchase requisitions	81	
Maintain administrative services procedures manual	85	
Maintain appointment calendar	78	
Maintain inventory of office forms	71	
Maintain legal forms	87	
Maintain records, reports, or files	5	
Maintain telephone logs	74	

Maintain travel expense accounts	84
Make travel reservations	82
Prepare contract documents	78
Prepare corporate minute books	99
Prepare financial reports	67
Prepare tax reports	80
Process invoices	89
Reconcile or balance financial records	76
Route multi-line telephone calls	85
Schedule meetings or appointments	68
Schedule or contract meeting facilities	80
Take dictation	87
Take meeting notes	99
Take messages	68
Transcribe spoken or written information	74
Type document from machine transcription	87
Type letters or correspondence	78
Use computers to enter, access or retrieve data	3
Use oral or written communication techniques	1
Use shorthand writing procedures	92
Write business correspondence	58

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Tools and Technologies that Both Occupations Have in Common

Similarity of Focus
Occupation to Associated
Occupation: 93

Focus Occupation: Legal Secretaries (43-6012)

Associated Occupation: Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)

Tools and Technologies	Exclusivity
Calculating machines and accessories	3
Cameras	2
Computer data input devices	2
Computers	1
Content authoring and editing software	1
Content management software	6
Data management and query software	1
Duplicating machines	6
Finance accounting and enterprise resource planning ERP software	2
Information exchange software	1
Network applications software	1
Personal communication devices	2
Typing machines and accessories	25

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.